

## INVITATION TO BID

The Town of Newington will accept bids for the Cleaning of Police Uniforms. All bids must be submitted in accordance with Town specifications and on forms supplied by the Town. Bid forms and specifications are available in the office of the Town Manager, 131 Cedar Street, Newington, Connecticut 06111 and at [www.newingtonct.gov](http://www.newingtonct.gov) . Bids will be received and read publicly at 2:30 p.m. on September 15, 2009 in the Town Manager's Office. The Town of Newington reserves the right to reject any or all bids.

John L. Salomone  
Town Manager

Bid No. 5, 2009-10

TOWN OF NEWINGTON  
CLEANING OF POLICE UNIFORMS  
SPECIFICATIONS

INTENT

The intent of these specifications is to obtain uniform cleaning and laundering services for the Newington Police Department.

BID PROCEDURES

All bids shall be submitted on forms provided by the Town of Newington and addressed to the Town Manager's Office, Town Hall, 131 Cedar Street, Newington, CT 06111. Bids will be opened at 2:30 P.M. on September 15, 2009 in the Town Manager's Office. Sealed bid envelopes shall be clearly labeled "Bid No. 5, 2009-10 Cleaning of Police Uniforms". The Town reserves the right to waive informalities or to reject any or all bids when such action is deemed in the best interests of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals. All exceptions of the bidder to the terms and specifications of this bid shall be made in writing and submitted in full with the Bid Form. For all other terms and specifications, submission of a bid constitutes acceptance by the bidder. Bidders shall fill in all items on the Bid Form. Failure to fill in all items is sufficient grounds for rejection of the bid. In the event there is a mathematical error or other discrepancy between the unit price and the extension for that line item on the Bid Form, the unit price shall govern.

TERMINATION

All work done as a result of this bid shall be completed to the satisfaction of the Town Manager. The Town reserves the right to terminate this agreement upon ten (10) calendar days written notice of failure by the Contractor to provide service to the satisfaction of the Town Manager.

NONDISCRIMINATION

The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental disability, physical disability, or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Newington.

PAYMENT

Payment for the work associated with this bid shall be made within thirty (30) days by the Town, following the completion of all work invoiced to the satisfaction of the Town

Manager and upon submission of an invoice to the Town of Newington Finance Department, 131 Cedar Street, Newington CT 06111. The Town of Newington shall be billed for all cleaning. A cleaning ticket, signed by an employee of the Police Department, shall be presented for each article billed to the Town. The Contractor shall bill the Town monthly. Falsifying billing records shall be reason for termination of the cleaning contract. All invoices shall be received by the Town within sixty (60) calendar days of the month being invoiced.

#### MINIMUM STANDARDS

All work is to conform to conventional garment cleaning standards including the complete removal of soiling and odors resulting from normal wear of the garment, removal of spots and stains in so far as possible, and pressing in a manner appropriate to the garment. If such standards are not met to the satisfaction of the Town Manager, the contract may be terminated ten days after a written notice has been issued by the Town.

#### PICKUP AND DELIVERY

The Contractor shall have a place of business located within the Town of Newington. All articles will be delivered to and picked up at the Newington place of business of the Contractor by the individual employees of the Newington Police Department. All articles of clothing shall be returned to police department personnel on hangers.

#### QUANTITY

In no case will the Town be obligated to purchase the quantities estimated on the Bid Form, but the Town does agree that the successful bidder shall perform all cleaning of Police Department uniforms and civilian clothing paid for by the Town.

#### CLOTHING LOST, DESTROYED OR DAMAGED

The Town shall be reimbursed by the Contractor for the replacement value or repair of any article of clothing being cleaned under the terms of this bid that may be lost, destroyed or damaged while in possession of the Contractor.

#### CLEANING TIME LIMITS

The maximum time allowed for the cleaning of articles is three (3) days, in that seventy hours after the articles are left by the employee they shall be ready for pickup.

#### TERM

The lowest responsible bidder shall be awarded the cleaning contract for a period of two years, commencing October 1, 2009. The contract may be renewed for an additional period at the mutual consent of both parties for the period from October 1, 2011 through June 30, 2012.

### CLEANING METHOD

Uniform and civilian shirts shall be washed (laundered) unless otherwise requested by the officer. All other garments listed on the Bid Form shall be dry cleaned.

### OSHA REGULATIONS

When designated by the Newington Police Department, certain articles which have come in contact with bodily fluids shall be cleaned in accordance with OSHA bloodborne pathogen regulations. The Contractor shall provide a letter to the Town within thirty (30) calendar days following the start of the contract period stating that any articles so designated by the Newington Police Department will be cleaned according to the OSHA standards. Primarily, this cleaning will be for small amounts of blood stain. Soaked items of clothing will be destroyed by the Police Department. The items to be cleaned in accordance with OSHA standards are listed separately on the Bid Form. The Town must receive a bid for all items in order for the bid to be accepted.

TOWN OF NEWINGTON  
CLEANING OF POLICE UNIFORMS

BID FORM

<u>ARTICLE</u>	<u>ESTIMATED ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
<u>Laundered</u>			
Shirts	700	\$_____	\$_____
Pants	50	\$_____	\$_____
Blouses	100	\$_____	\$_____
<u>Dry Clean</u>			
Pants and Skirts	2,600	\$_____	\$_____
Shirts	1,900	\$_____	\$_____
Sweaters	50	\$_____	\$_____
Jackets (Eisenhower Type, Sport or Suit)	75	\$_____	\$_____
Lined Jackets	50	\$_____	\$_____
Uniform Jackets, Class A wool	40	\$_____	\$_____
Overcoats/Gortex Winter Coats	50	\$_____	\$_____
Neckties	50	\$_____	\$_____
Dickies	50	\$_____	\$_____
Lined Raincoats	25	\$_____	\$_____
Unlined Raincoats	25	\$_____	\$_____

<u>ARTICLE</u>	<u>ESTIMATED ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
<u>Dry Clean (continued)</u>			
Uniform Hats	20	\$_____	\$_____
Vests (Bullet proof and/or winter)	25	\$_____	\$_____
Dress Blouses	50	\$_____	\$_____
Coveralls	10	\$_____	\$_____
Blankets	10	\$_____	\$_____
<u>OSHA Standards</u>			
Pants	10	\$_____	\$_____
Shirts	10	\$_____	\$_____
Overcoats/Gortex Winter Coats	15	\$_____	\$_____
Total Estimated Cost			\$_____

The undersigned states that this bid is made in good faith and is not founded on, or in consequence of, any collusion, agreement or understanding between themselves or any other interested party.

COMPANY SUBMITTING:

SUBMITTED BY:

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_.